



**US Army Corps  
of Engineers®**

W.P. Franklin Visitor Center  
1660 South Franklin Lock Road  
Alva, FL 33920  
(941) 694 – 2582 Tele  
(941) 694 – 2204 FAX

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# Ortona North Day Use Area Park Host

## Volunteer Description

## Ortona North Day Use Area Park Host

### INTRODUCTION

The U.S. Army Corps of Engineers (USACE), Jacksonville District, South Florida Operations Office (SFOO), would like to welcome you to the Corps Volunteer Program. As a volunteer, you will be performing the duties/responsibilities (listed below) of a Park Host at the Ortona North Day Use Area under the guidance of the Volunteer Coordinator Park Ranger Robert Schnell. The SFOO greatly appreciates your volunteer efforts to further enhance the recreation areas and provide information to the public. Thank you for choosing to volunteer with the Corps of Engineers. Any questions, comments, and/or concerns should be directed towards the Volunteer Coordinator at (941) 694 - 2582.

### QUALIFICATIONS

Anyone may apply to volunteer as a Park Host with the SFOO by completing a SFOO Volunteer Application. The Park Host position however, requires tact, courtesy, and the ability to deal with the general public. The volunteer position is established so that the SFOO may better serve the public within Corps recreation areas.

### DUTIES/RESPONSIBILITIES

Be familiar with and abide by all USACE rules and regulations (EP 1165-2-316).

Provide visitors with information concerning the Corps Recreation Areas. Answer information requests to the best of your knowledge. When in doubt refer the visitor to the ranger staff.

Monitor trash receptacles, recreation area, and restrooms for cleanliness. Report full trash receptacles to the ranger staff.

Report safety hazards and/or maintenance concerns to the ranger staff. Examples: report a stopped up commode, lack of supplies, broken night light, water leaks, missing or damaged signs.

Report any compliance problems, vandalism, speeding, and similar disturbances to the ranger staff or local law enforcement officer.

Assist in emergency situations such as electrical black outs, weather alerts, life threatening emergencies, etc.

Report all personal injury accidents and/or incidents to the volunteer coordinator or ranger staff.

Wear the Volunteer Shirt and/or Volunteer Hat when dealing with the public to identify yourself as a USACE Representative.

A little common sense goes a long way, so treat others as you would like to be treated.

DUTIES/RESPONSIBILITIES (continued):

Minor Maintenance: litter pick-up, debris removal, general repair of recreation equipment

Volunteer campsites will be maintained in a neat and respectable manor.

All recreation areas will be evacuated during a hurricane. All volunteer items should be mobile and ready to move in case of a hurricane.

Place reserved sign on pavilions that are reserved for that day and remove at the end of the day or the beginning of the next day. Pavilion reservations will be provided by the Volunteer Coordinator. Pavilions that are not reserved may be utilized by anyone.

Periodically check day use vault (boat launch) for envelopes and refill as necessary. Envelopes will be provided upon request by the volunteer from the Volunteer Coordinator

Please do not engage in any physical or verbal confrontations with the public.

Volunteer hours need to be recorded on the Volunteer Service Record (ENG Form 4882-R) and submitted to the Volunteer Coordinator by the end of each month.

All incidental expenses should be recorded on the Claim for Reimbursement for Expenditures on Official Business Form and submitted to the Volunteer Coordinator for authorization by the end of each month with your Volunteer Service Record.

The Volunteer Coordinator may request additional duties to be performed contrary to the above listed duties/responsibilities at any time, for example: general maintenance items, limited physical labor, assisting within the campground, rangers and/or lock tenders, etc.

DAY USE AREA RULES/REGULATIONS

All regulations contained within Title 36 pertain to the Day Use Area and will be enforced by the ranger staff. State and local laws will also be enforced by the local law enforcement agencies.

Open Day Use Gate and Restrooms 8:00 A.M.

Close Day Use Gate and Restrooms Sunset

Please inform any visitors remaining within the park 15 minutes before sunset that the park closes at sunset and you will be closing the gate.

Day Use Fees

- Boat Launch \$2.00 per vehicle
- Annual Pass \$25.00, purchase at W.P. Franklin Visitor Center or Ortona South Campground  
\$5.00 duplicate pass is available
- Golden Age Passports Individual must be 62 years or older  
Cost \$10.00, purchase at W.P. Franklin Visitor Center or Ortona South Campground

## DAY USE AREA RULES/REGULATIONS (continued):

Golden Access Passports      No charge with proof of disability. Available at the W.P. Franklin Visitor Center or Ortona South Campground

Golden Passports provide 50% discount of recreation fees to the cardholder

Pavilion Reservations \$35.00 per pavilion, reserve at the W.P. Franklin Visitor Center

## SUPERVISORY CONTROLS

There is no doubt that you will encounter rangers on a daily basis. These rangers may answer general questions that you may have concerning the recreation areas, rules and regulations, and the general area. Specific questions, comments, and/or concerns should be directed towards the Volunteer Coordinator. The Volunteer Coordinator is overseen by the Supervisory Park Ranger.

## WORKING CONDITIONS

Park Host Volunteers are required to be available a minimum of 4 hours a day between 8 A.M. and 8 P.M., 5 days a week. Availability on weekends and evenings is desirable and may be required to more adequately manage the recreation area. The Corps of Engineers will provide a campsite with water, electric hook-ups, and access to a dump station at no charge to the volunteer. Volunteers will furnish their own transportation and camping equipment. The volunteer campsite will be identified as a park host or volunteer for the benefit of the public. All members of a Volunteer's immediate family are welcome to accompany him or her while volunteering. A Park Host Volunteer may volunteer from one month to one year.

## EMERGENCY INFORMATION

For all life-threatening emergencies please dial 9 – 1 – 1 to contact the local law enforcement agency, fire department, and ambulance.

After contacting 9 – 1 – 1, please contact the ranger staff concerning the accident/incident.

The following information should only be used in an emergency and should not be provided to visitors.

			Office Phone Number
Schedules:	Rob	Mon – Sun	OFF
		Tues – Fri	7:00 A.M. – 3:30 P.M.
		Sat	8:00 A.M. – 16:30 P.M. (941) 694 – 2582
		Sun	9:30 A.M. – 6:00 P.M.

## EMERGENCY INFORMATION (continued):

## U.S. Army Corps of Engineers, Jacksonville District

W.P. Franklin Visitor Center	South Florida Operations Office
1660 South Franklin Lock Road	525 Ridgelawn Road
Alva, FL 33920	Clewiston, FL 33440
(941) 694 – 2582 Tele	(863) 983 – 8101 Tele
(941) 694 – 2204 Fax	(863) 983 – 8579 Fax

Ortona Campground	(863) 675 - 8400
Ortona Lock	(863) 675 - 0616
St. Lucie Campground	(561) 287 - 1382
St. Lucie Visitor Center	(561) 219 - 4575
St. Lucie Lock	(561) 287 - 2665
W.P. Franklin Campground	(941) 694 - 8770
W.P. Franklin Lock	(941) 694 - 5451

## Florida Fish and Wildlife

Conservation Commission	1-800-342-5367
Florida Highway Patrol	1-800-701-3212, * FHP
Poison Information Center	1-800-282-3171
U.S. Coast Guard	1-800-368-5647
Hazardous Material Spills	1-800-424-8802
Sheriff – Glades County	(863) 946 - 0010